

**(NAME OF MUNICIPALITY), LOUISIANA**

**Annual Financial Statements**

**As of (date) and for the Year Then Ended**

**(NAME OF MUNICIPALITY), LOUISIANA**

**Annual Financial Statements  
As of and for the Year Ended \_\_\_\_\_, 20\_\_  
With Supplemental Information Schedules**

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**TRANSMITTAL LETTER**

**ANNUAL FINANCIAL STATEMENTS**

(Date)

Office of Legislative Auditor  
Attention: Ms. Suzanne Elliott  
1600 North Third  
P.O. Box 94397  
Baton Rouge, LA 70804-9397

Dear Ms. Elliott:

In accordance with Louisiana Revised Statute 24:514, enclosed are the annual financial statements for the (Name of Municipality), Louisiana, as of and for the fiscal year ended \_\_\_\_\_, 20\_\_\_. This report includes all funds under the control and oversight of the municipality (list any exceptions).

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States (list any exceptions).

Sincerely,

\_\_\_\_\_  
Municipal Clerk

Enclosure

(NAME OF THE MUNICIPALITY), LOUSIANA

ANNUAL SWORN FINANCIAL STATEMENTS

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**AFFIDAVIT**

Personally came and appeared before the undersigned authority, \_\_\_\_\_ (name), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the (Name of Municipality) as of \_\_\_\_\_, 20\_\_ , and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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Officer

Address

Telephone No.

(NAME OF THE MUNICIPALITY), LOUISIANA

**Management Discussion and Analysis**

As of and for the Year Ended \_\_\_\_\_, 20\_\_

[The basic financial statements should be preceded by management's discussion and analysis (MD&A), which is required supplementary information (RSI). MD&A should provide an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, or conditions. (GASB Statement 34, ¶8)

MD&A should discuss the current-year results in comparison with the prior year, with emphasis on the current year. This fact-based analysis should discuss the positive and negative aspects of the comparison with the prior year. The use of charts, graphs, and tables is encouraged to enhance the understandability of the information. (GASB Statement 34, ¶9)

MD&A requirements established by GASB Statement 34, ¶11 (a) through (h) are discussed in general rather than specific terms to encourage financial managers to effectively report only the most relevant information and to avoid "boiler-plate" discussion. The information presented should be confined to the topics discussed. Governments can provide additional details about the required topics in (a) through (h). **Information that does not relate to the required topics should not be included in MD&A, but may be provided elsewhere, such as in the letter of transmittal or in other forms of supplementary information.** (GASB Statement 37, ¶4)

In the first period that this Statement is applied, governments are not required to restate prior periods for purposes of providing the comparative data for MD&A as required in paragraph 11. However, governments are encouraged to provide comparative analyses of key elements of total governmental funds and total enterprise funds in MD&A for that period. Also in the first year of implementation, MD&A should include a statement that, in future years, when prior-year information is available, a comparative analysis of government-wide data will be presented. (GASB Statement 34, ¶145)]

# ***Basic Financial Statements***



(NAME OF MUNICIPALITY), LOUISIANA

STATEMENT A

Statement of Net Assets

\_\_\_\_\_, 20\_\_

	PRIMARY GOVERNMENT			COMPONENT	
	GOVERNMENTAL	BUSINESS-TYPE	TOTAL	UNITS	TOTAL
	ACTIVITIES	ACTIVITIES			
<b>ASSETS</b>					
Cash and cash equivalents	\$	\$	\$	\$	\$
Investments					
Receivables (net of allowances for uncollectibles)					
Internal balances					
Due from component units					
Inventory					
Prepaid items					
Restricted assets					
Other assets					
Capital assets (net)					
TOTAL ASSETS	\$	\$	\$	\$	\$
<b>LIABILITIES</b>					
Cash overdraft	\$	\$	\$	\$	\$
Accounts, salaries, and other payables					
Contracts payable					
Payable from restricted assets					
Due to component units					
Deposits due others					
Deferred revenues					
Other liabilities					
Matured bonds and interest payable					
Compensated absences payable					
Capital leases payable					
Loans payable					
Bonds payable					
TOTAL LIABILITIES					
<b>NET ASSETS</b>					
Invested in capital assets, net of related debt					
Restricted for:					
Capital projects					
Debt service					
Other purposes					
Unrestricted					
TOTAL NET ASSETS	\$	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.

STATEMENT B

OF MUNICIPALITY), LOUISIANA

nt of Activities

Year Ended \_\_\_\_\_, 20\_\_

	Program Revenues			Net (Expenses)/ Revenue	Net (Expenses) Revenues and Changes of Primary Government		
	Expenses	Charges for Services	Operating Grants and Contributions		Governmental Activities	Business-type Activities	Component Units
ntal Activities							
government	\$	\$	\$	\$	\$	\$	\$
y							
s							
d recreation							
welfare							
development							
development							
p component units							
long-term debt							
governmental Activities							
ype Activities							
usiness-type Activities							
ry Government	\$	\$	\$	\$	\$	\$	\$
t Units							
	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$
Component Units							
General Revenues:							
Property taxes							
Sales taxes							
Franchise taxes							
Occupational licenses							
Gaming revenues							
Grants and contributions not restricted to specific programs							
Investment earnings							
Other general revenues							
Transfers							
Total general revenues and transfers							
Change in Net Assets							
Net assets--beginning							
Net assets--ending	\$			\$	\$	\$	\$

anying notes are an integral part of this statement.

# STATEMENT C

(NAME OF MUNICIPALITY), LOUISIANA

## Balance Sheet, Governmental Funds

\_\_\_\_\_, 20\_\_

	GENERAL FUND	(Major Funds) FUNDS	FUNDS	FUNDS	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
<b>ASSETS</b>						
Cash and cash equivalents	\$	\$	\$	\$	\$	\$
Cash with fiscal agents						
Investments						
Receivables (net of allowances for uncollectibles)						
Due from other funds						
Due from component units						
Inventory						
Restricted assets						
Other assets						
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>Liabilities:</b>						
Cash overdraft	\$	\$	\$	\$	\$	\$
Accounts, salaries, and other payables						
Contracts payable						
Payable from restricted assets						
Due to other funds						
Due to component units						
Matured bonds and interest payable						
Deferred revenues						
Other liabilities						
Matured bonds and interest payable						
Total Liabilities						
<b>Fund balances:</b>						
<b>Reserved for:</b>						
Capital projects						
Debt services						
<b>Unreserved, reported in:</b>						
General Fund						
Special revenue funds						
Capital projects funds						
Permanent funds						
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

The accompanying notes are an integral part of this statement.

STATEMENT D

(NAME OF MUNICIPALITY), LOUISIANA

Reconciliation of The Governmental Funds Balance Sheet  
to The Government-Wide Financial Statement of Net Assets

\_\_\_\_\_, 20\_\_

Amounts reported for governmental activities in the Statement of Net Assets are different because:

Fund Balances, Total Governmental Funds (Statement C) \$ \_\_\_\_\_

Capital assets used in governmental activities are not financial  
resources and, therefore, are not reported in the governmental  
funds.

\_\_\_\_\_

Other assets used in governmental activities that are  
not financial resources and, therefore, are not  
not reported in the governmental funds.

\_\_\_\_\_

Net pension assets represent the excess cumulative contributions  
and are not considered as financial resources for governmental funds.

\_\_\_\_\_

Long-term liabilities including bonds payable are not due and  
payable in the current period and, therefore, are not reported  
in the governmental funds.

Accrued interest payable

\$ \_\_\_\_\_

Compensated absences

\_\_\_\_\_

Bonds, notes, and loans payable

\_\_\_\_\_

Net pension obligations

\_\_\_\_\_

Other

\_\_\_\_\_

Internal service funds are used by management to charge the  
costs of certain activities to individual funds. The assets and  
liabilities of the internal service funds are reported with governmental  
activities.

\_\_\_\_\_

Net Assets of Governmental Activities (Statement A)

\$ \_\_\_\_\_

The accompanying notes are an integral part of this statement.

# STATEMENT E

(NAME OF MUNICIPALITY), LOUISIANA

## Statement of Revenues, Expenditures and and Changes in Fund Balances Governmental Funds

For the Year Ended \_\_\_\_\_, 20\_\_

	(Major Funds)			OTHER	TOTAL
	GENERAL	FUND	FUND	GOVERNMENTAL	GOVERNMENTAL
	FUND	FUND	FUND	FUNDS	FUNDS
<b>REVENUES</b>					
Taxes:					
Ad valorem	\$	\$	\$	\$	\$
Sales and use					
Other taxes, penalties, interest, etc.					
Licenses and permits					
Intergovernmental revenues:					
Federal grants					
State funds:					
Parish transportation funds					
State revenue sharing (net)					
Fees, charges, and commissions for services					
Other					
Fines and forfeitures					
Investment earnings					
Other revenues					
Total Revenues					
<b>EXPENDITURES</b>					
General government					
Public safety					
Public works					
Cultural and recreation					
Health and welfare					
Community development					
Economic development					
Payments to component units					
Debt service					
Capital outlay					
Other					
Total Expenditures					
Excess (Deficiency) of Revenues Over (Under) Expenditures					
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in					
Transfers out					
Capital leases					
Sale of capital assets					
Total Other Financing Sources and Uses					
Net Change in Fund Balance					
Fund balances -- beginning					
Fund balances -- ending	\$	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.

STATEMENT F

(NAME OF MUNICIPALITY), LOUISIANA

**Reconciliation of The Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
To the Statement of Activities**

**For the Year Ended \_\_\_\_\_, 20\_\_**

Amounts reported for governmental activities in the Statement of Activities are different because:

Net Change in Fund Balances, Total Governmental Funds, Statement E \$ \_\_\_\_\_

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.

The net effect of various miscellaneous transactions involving capital assets is to increase net assets. \_\_\_\_\_

Revenue in the statement of activities that do not provide current resources are not reported as revenues in the funds. \_\_\_\_\_

The issuance of long-term debt (bonds, leases, etc.) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of issuance costs premiums, discounts, and similar items when debt is issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items. \_\_\_\_\_

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. \_\_\_\_\_

The net revenue of certain activities of internal service funds is reported with governmental activities. \_\_\_\_\_

Change in Net Assets of Governmental Activities, Statement B \$ \_\_\_\_\_

The accompanying notes are an integral part of this statement.

## STATEMENT G

(NAME OF MUNICIPALITY), LOUISIANA

## Statement of Net Assets, Proprietary Funds

\_\_\_\_\_, 20\_\_

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS					GOVERNMENTAL ACTIVITIES INTERNAL SERVICE FUNDS
	(Major Enterprise Funds)			OTHER ENTERPRISE FUNDS	TOTAL ENTERPRISE FUNDS	
	FUND	FUND	FUND			
<b>ASSETS</b>						
Current Assets						
Cash and cash equivalents	\$	\$	\$	\$	\$	\$
Cash with fiscal agents						
Investments						
Receivables (net of allowances for uncollectibles)						
Due from other funds						
Due from component units						
Inventory						
Prepaid items						
Restricted assets						
Other assets						
Total Current Assets						
Non-Current Assets						
Restricted assets						
Deferred charges						
Capital assets (net of accumulated depreciation)						
Total Non-Current Assets						
TOTAL ASSETS	\$	\$	\$	\$	\$	\$
<b>LIABILITIES</b>						
Current Liabilities						
Cash overdraft	\$	\$	\$	\$	\$	\$
Accounts, salaries, and other payables						
Contracts payable						
Due to other funds						
Due to component units						
Matured bonds and interest payable						
Deferred revenues						
Other liabilities						
Total Current Liabilities						
Current Liabilities Payable from Restricted Assets						
Non-Current Liabilities						
General obligation bonds (net of unamortized discounts)						
Revenue bonds (net of unamortized discounts and deferred amount on refunding)						
Capital leases						
Compensated absences						
Advances from other funds						
Total Non-Current Liabilities						
<b>NET ASSETS</b>						
Invested in capital assets, net of related debt						
Restricted for capital outlay						
Restricted for debt service						
Unrestricted						
TOTAL NET ASSETS	\$	\$	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.

## STATEMENT H

(NAME OF MUNICIPALITY), LOUISIANA

Statement of Revenues, Expenses and Changes in Net Assets  
Proprietary Funds

For the Year Ended \_\_\_\_\_, 20\_\_

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS					GOVERNMENTAL-ACTIVITIES-INTERNAL SERVICE FUNDS
	(Major Enterprise Funds)			OTHER ENTERPRISE FUNDS	TOTAL ENTERPRISE FUNDS	
	FUND	FUND	FUND			
<b>Operating Revenues</b>						
Charges for services:						
Water sales	\$	\$	\$	\$	\$	\$
Sewer charges						
Electricity/gas sales						
Other services						
Total Operating Revenues						
<b>Operating Expenses</b>						
Cost of sales and services						
Administration						
Depreciation						
Total Operating Expenses						
<b>Operating Income</b>						
<b>Nonoperating Revenues (Expenses)</b>						
Intergovernmental						
Interest earnings						
Interest expense						
Bond issuance costs						
Loss on sale of fixed assets						
Total Nonoperating Revenues (Expenses)						
<b>Income Before Contributions and Transfers</b>						
Capital Contributions						
Transfers In						
Transfer Out						
<b>Change in Net Assets</b>						
Total Net Assets-Beginning						
Total Net Assets-Ending	\$	\$	\$	\$	\$	\$
<b>Reconciliation</b>						
Changes in Net Assets Above						
Adjustment to consolidate internal service activities related to enterprise activities						
Changes in Net Assets of Business-type Activities, Statement B					\$	

The accompanying notes are an integral part of this statement.



## STATEMENT I

(NAME OF MUNICIPALITY), LOUISIANA

## Statement of Cash Flows, Proprietary Funds

For the Year Ended \_\_\_\_\_, 20\_\_

	BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS					GOVERNMENTAL
	(Major Enterprise Funds)			OTHER	TOTAL	ACTIVITIES
	FUND	FUND	FUND	ENTERPRISE	ENTERPRISE	INTERNAL SERVICE
				FUNDS	FUNDS	FUNDS
<b>Cash Flows From Operating Activities</b>						
Receipts from customers and users	\$	\$	\$	\$	\$	\$
Receipts from interfund services provided						
Payments to suppliers						
Payments to employees						
Payments for interfund services used						
Net Cash Provided by Operating Activities						
<b>Cash Flows From NonCapital Financing Activities</b>						
Transfer to other funds						
Advances from other funds						
Subsidy from federal grants						
Net Cash Provided (used) by Noncapital Financing Activities						
<b>Cash Flows From Capital and Related Financing Activities</b>						
Proceeds from capital debt						
Capital contributions						
Purchases of capital assets						
Acquisition and construction of capital assets						
Principal paid on capital debt						
Interest paid on capital debt						
Capital lease down payment						
Proceeds from sales of capital assets						
Net Cash Provided (used) by Capital and Related Financing Activities						
<b>Cash Flows From Investing Activities</b>						
Proceeds from sales and maturities of investments						
Purchase of investments						
Interest and dividends received						
Net Cash Provided (used) by Investing Activities						
Net Increase in Cash and Cash Equivalents						
Cash and Cash Equivalents, Beginning of Year	\$	\$	\$	\$	\$	\$
Cash and Cash Equivalents, End of Year						
<b>Reconciliation of Operating Income to Net Cash Provided (used) by Operating Activities</b>						
Operating income	\$	\$	\$	\$	\$	\$
Depreciation expense						
(Increase) decrease in accounts receivable						
(Increase) decrease in intergovernmental receivables						
(Increase) decrease in due from other funds						
Increase (decrease) in allowance for uncollectible accounts						
(Increase) decrease in inventories						
(Increase) decrease in prepaid items						
Increase (decrease) in customer deposits						
Increase (decrease) in accounts payable						
Increase (decrease) in compensated absences						
Increase (decrease) in intergovernmental payables						
Increase (decrease) in due to other funds						
Total Adjustments						
Net Cash Provided by Operating Activities	\$	\$	\$	\$	\$	\$
<b>Listing of Noncash Investing, Capital, and Financial Activities</b>						
Borrowing under capital leases						
Contributions of capital assets from government						
Purchase of equipment on account						
Increase in fair value of investments						
Capital assets traded in						

The accompanying notes are an integral part of this statement.

STATEMENT J

(NAME OF MUNICIPALITY), LOUISIANA

Statement of Fiduciary Net Assets

\_\_\_\_\_, 20\_\_

	Fund	Fund	Fund	Total
<b>Assets</b>				
Cash and cash equivalents	\$	\$	\$	\$
Interest receivables				
Investments, at fair value				
Total Assets	\$	\$	\$	\$
<b>Liabilities</b>				
Accounts payables	\$	\$	\$	\$
Held for others				
Total Liabilities				
<b>Net Assets</b>				
Held in trust for:	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.



STATEMENT K

(NAME OF MUNICIPALITY), LOUISIANA

Statement of Changes in Fiduciary Net Assets

For the Year Ended \_\_\_\_\_, 20\_\_

	Fund	Fund	Fund	Total
<b>Additions</b>				
Contributions	\$	\$	\$	\$
Investment earnings				
Deposits for litigation				
Other				
Total Additions				
<b>Deductions</b>				
Benefits				
Administrative expenses				
Returned to litigants				
Total Deductions				
Change in Net Assets				
Net Assets-Beginning				
Net Assets-Ending	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.

## *Notes to the Financial Statements*

**(NAME OF MUNICIPALITY), LOUISIANA**

Notes to the Financial Statements  
As of and for the Year Ended \_\_\_\_\_, 20\_\_

**INTRODUCTION**

The (Name of Municipality) is a municipal corporation governed by an elected mayor

1. How the municipality was created, including making reference to the specific Louisiana Revised Statutes, municipal charter, etc., if applicable.
2. The purpose of the municipality.
3. Number of board members, how appointed, and whether they are compensated.
4. Geographic location and size of the municipality.
5. The population of the municipality or the number of people served.
6. Number of employees.
7. Quantitative information about the municipality's operations (number of utility customers, approximate number of miles of roads maintained, etc.).]

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the municipality is considered a primary government, since it is a special purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement No. 14, fiscally independent means that the municipality may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt. The municipality has oversight of other component units that are, either, blended into the municipalities basic financial statements or discretely presented in a separate column in the government-wide financial statements.

*Blended Component Units* (Include a brief description of any blended component units; the description should include information on how users may obtain copies of the component unit separately issued financial statements))

*Discretely Presented Component Units* (Include a brief description of any discretely presented component units; the description should include information on how users may obtain copies of the component unit separately issued financial statements))

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meetings the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The municipality reports the following major governmental funds:

The General Fund is the municipality's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund

(Describe other major governmental funds.)

The municipality reports the following major proprietary funds:

(Describe other major proprietary funds.)

Additionally, the government reports the following fund types:

Internal service funds account for services provided to other departments and agencies of the municipality, or to other governments, on a cost reimbursement basis.

The private-purpose trust funds (Describe any private-purpose trust funds.)

The pension trust fund (Describe any pension trust funds.)

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the governments enterprise operations. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. (Describe the principal operating revenues of the proprietary funds.) Operating expenses for enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the municipality's policy to use restricted resources first, then unrestricted resources as they are needed.

C. Deposits and Investments

The municipality's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the municipality's investment policy allow the municipality to invest in collateralized certificates of deposits, government back securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments for the municipality, as well as for its component units, are reported at fair value. The state investment pool (LAMP) operates in accordance with state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

D. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

All trade and property tax receivables are shown net of an allowance for uncollectibles. (Describe the municipality's policy in establishing uncollectible allowances.)

Property taxes are levied on a calendar year basis and become due on January 1 of each year. The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage	Expiration Date
Taxes due for:			
Principal and interest			

The following are the principal taxpayers and related property tax revenue for the municipality: [include those taxpayers whose percentage of total assessed valuation is 5% and greater]

Taxpayer	Type of Business	Assessed Valuation	% of Total Assessed Valuation	Ad Valorem Tax Revenue for Municipality
		\$	%	\$
			%	
			%	
			%	
			%	
			%	
			%	
Total		\$	%	\$

Sales Taxes (Detail any sales taxes received by the municipality, the rate, purpose, expiration date, et cetera.)



E. Inventories and Prepaid Items

All inventories are valued at cost using the first-in/first-out method. Inventories of the governmental funds are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

F. Restricted Assets

(Describe the restrictions placed on any assets.)

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost (the extent to which fixed asset costs have been estimated and the methods of estimation should be disclosed) if historical cost is not available (or describe other method of valuation). Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The municipality maintains a threshold level of \$\_\_\_\_\_ or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. The total interest expense included during the current fiscal year was \$\_\_\_\_\_. Of this amount, \$\_\_\_\_ was included as part of the cost of capital assets under construction in connection with \_\_\_\_\_ construction projects.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Description	Estimated Lives
Roads, bridges, and infrastructure	____ - ____ years
Land improvements	____ - ____ years
Buildings and building improvements	____ - ____ years
Furniture and fixtures	____ - ____ years
Vehicles	____ - ____ years
Equipment	____ - ____ years

H. Compensated Absences

The municipality has the following policy relating to vacation and sick leave:

(Describe the municipalities leave policies.)

The municipality's recognition and measurement criteria for compensated absences follows:

[GASB Statement No. 16 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if both of the following conditions are met:

1. The employees' rights to receive compensation are attributable to services already rendered.
2. It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

GASB Statement No. 16 provides that a liability for sick leave should be accrued using one of the following termination approaches:

1. An accrual for earned sick leave should be made only to the extent it is probable that the benefits will result in termination payments, rather than be taken as absences due to illness or other contingencies, such as medical appointments and funerals.

2. Alternatively, a governmental entity should estimate its accrued sick leave liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments as well as other employees who are expected to become eligible in the future to receive such payments.

The entire compensated absence liability is reported on the government-wide financial statements. For governmental fund financial statements, the current portion of unpaid compensated absences is the amount that is normally expected to be paid using expendable available financial resources. These amounts are recorded in the account "compensated absences payable" in the fund from which the employees who have accumulated leave are paid. The noncurrent portion of the liability is not reported.

**I. Long-Term Obligations**

In the government-wide financial statements, and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of the debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**J. Fund Equity**

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**K. Comparative Data/Reclassifications**

Comparative total data for the prior year have been presented only for individual enterprise funds in the fund financial statements in order to provide an understanding of the changes in the financial position and operations of these funds. Also, certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

**L. Extraordinary and Special Items**

Extraordinary items are transactions or events that are both unusual in nature and infrequent in occurrence. Special items are transactions or events within the control of the municipality, which are either unusual in nature or infrequent in occurrence.

**M. Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**N. Reconciliations of Government-Wide and Fund Financial Statements**

*Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net assets*  
The following reconciles the fund balances of governmental funds to the government-wide statement of net assets.

Bond-related adjustments	_____
Accrued interest payable	_____
Capital leases payable	_____
Claims and judgments	_____
Compensated absences	_____
Net adjustment	_____

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

*Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities* The following reconciles the net changes in fund balance-total governmental funds to the changes in net assets of governmental activities.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Net adjustment	_____

## 2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

**BUDGET INFORMATION** The municipality uses the following budget practices:

[This space should be used to describe the municipality's budget practices. The comments should include the following:

1. The budgetary calendar (specific dates or time frame for (a) when the budget is published in the official journal and made available for public inspection; (b) when the public hearing for the proposed budget was held; and (c) when the budget was adopted.)
2. Whether or not appropriations (unexpended budget balances) lapse at year-end.
3. Procedures relative to outstanding encumbrances.
4. Basis of preparing and reporting the budgets and those funds not budgeted.
5. The level of administrative authority to make changes or amendments within the various budget classifications. Also, disclose if amendments have been made to the original budget and if all amendments are reflected in the budget comparison.

There should be a reconciliation of any non-GAAP budget amounts shown in the financial statements, using the excess of revenues and other sources over expenditures and other uses as the basis of the reconciliation.]

**EXCESS OF EXPENDITURES OVER APPROPRIATIONS** The following individual funds had actual expenditures over budgeted appropriations for the year ended \_\_\_\_\_, 20\_\_:

<u>Fund</u>	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

[If the unfavorable variance results in a violation of the Local Government Budget Act, the municipality should identify actions taken to address such violations.]

**DEFICITS** The following individual funds have deficits in unreserved fund balance (net assets) at \_\_\_\_\_, 20\_\_:

<u>Fund</u>	<u>Deficit Amount</u>
_____	\$ _____
_____	_____
_____	_____

(Give management's actions to address these deficits.)

## 3. CASH AND CASH EQUIVALENTS

At \_\_\_\_\_, 20\_\_, the municipality has cash and cash equivalents (book balances) totaling \$ \_\_\_\_\_ as follows:

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

Demand deposits	\$ _____
Interest-bearing demand deposits	_____
Time deposits	_____
Other	_____
Total	\$ _____

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At \_\_\_\_\_, 20\_\_\_\_, the municipality has \$\_\_\_\_\_ in deposits (collected bank balances). These deposits are secured from risk by \$\_\_\_\_\_ of federal deposit insurance and \$\_\_\_\_\_ of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3). [If deposits are not fully secured, add the following: The remaining balance of \$\_\_\_\_\_ is not secured by the pledge of securities and is a violation of state law.]

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the municipality that the fiscal agent has failed to pay deposited funds upon demand.

#### 4. INVESTMENTS

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the municipality or its agent in the municipality's name
2. Uninsured and unregistered, with securities held by the counter party's trust department or agent in the municipality's name
3. Uninsured and unregistered, with securities held by the counter party, or by its trust department or agent but not in the municipality's name

At fiscal year-end, the municipality's investment balances were as follows:

Type of Investment	Category			Carrying Amount			Total Carrying Amount
	1	2	3	Fair Value	Amortized Cost	Cost	
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	_____	_____	_____	_____
Investments not subject to categorization:							
Deferred compensation plan				_____			_____
External investment pool				_____			_____
Total investments				\$ _____	\$ _____	\$ _____	\$ _____

[For an illustration of how to calculate, display, and disclose the increase or decrease in the fair value of investments, refer to Appendix C of GASB Statement No. 31.]

(This disclosure should acknowledge any violation of the state's investment laws or the municipality's investment policy and should identify actions taken to address such violations.)

#### 5. RECEIVABLES

The receivables of \$\_\_\_\_\_ at \_\_\_\_\_, 20\_\_\_\_, are as follows:

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

<u>Class of Receivable</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Debt Service Funds</u>	<u>Capital Projects Funds</u>	<u>Internal Service Fund</u>	<u>Total</u>
Taxes:						
Ad valorem	\$	\$	\$	\$	\$	\$
Sales and use						
Other						
Intergovernmental - grants:						
Federal						
State						
Local						
Accounts						
Notes						
Other						
Total	\$	\$	\$	\$	\$	\$

(There should be a discussion of bad debt accounting and write-off policy. Also, significant receivable balances not expected to be collected within one year of the date of the financial statements should be disclosed.)

#### 6. INTERFUND RECEIVABLES/PAYABLES

[GASB Statement No. 38 requires the following details to be disclosed for interfund balances reported in the fund financial statements:

- Amounts due from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type
- The purpose for interfund balances
- Interfund balances that are not expected to be repaid within one year from the date of the financial statements.]

#### 7. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended \_\_\_\_\_, 20\_\_, for the primary government is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated				
Land				
Construction in progress				
Total capital assets, not being depreciated				
Capital assets being depreciated				
Buildings				
Improvements other than buildings				
Machinery and equipment				
Infrastructure				
Total capital assets being depreciated				
Less accumulated depreciation for:				
Buildings				
Improvements other than buildings				
Infrastructure				
Total accumulated depreciation				
Total capital assets being depreciated, net				

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Business-type activities:				
Capital assets, not being depreciated				
Land				
Construction in progress				
Total capital assets, not being depreciated				
Capital assets being depreciated				
Buildings				
Improvements other than buildings				
Machinery and equipment				
Total capital assets being depreciated				
Less accumulated depreciation for:				
Buildings				
Improvements other than buildings				
Machinery and equipment				
Total accumulated depreciation				
Total business-type assets being depreciated, net				

Depreciation expense of \$\_\_\_\_\_ for the year ended \_\_\_\_\_, 20\_\_, was charged to the following governmental functions:

_____	\$ _____
_____	_____
_____	_____
_____	_____

Capital assets and depreciation activity as of and for the year ended \_\_\_\_\_, 20\_\_, for the component units is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets, not being depreciated				
Land				
Construction in progress				
Total capital assets, not being depreciated				
Capital assets being depreciated				
Buildings				
Improvements other than buildings				
Machinery and equipment				
Infrastructure				
Total capital assets being depreciated				
Less accumulated depreciation for:				
Buildings				
Improvements other than buildings				
Infrastructure				
Total accumulated depreciation				
Total capital assets being depreciated, net				

8. CONSTRUCTION COMMITMENTS

The municipality has active construction projects as of \_\_\_\_\_, 20\_\_\_. (Describe the projects.) At year end the commitments with contractors are as follows:

Project	Spent to Date	Remaining Commitment
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	_____	_____

9. INTERFUND RECEIVABLES, PAYABLE, AND TRANSFERS

[GASB Statement No. 38 requires the following details about interfund transfers reported in the fund financial statements:

- a. Amounts transferred from other funds by individual major fund, nonmajor governmental funds in the aggregate, nonmajor enterprise funds in the aggregate, internal service funds in the aggregate, and fiduciary fund type
- b. A general description of the principal purposes of the government's interfund transfers
- c. The intended purpose and the amount of significant transfers that meet either or both of the following criteria:
  - (1) Do not occur on a routine basis—for example, a transfer to a wastewater enterprise fund for the local match of a federal pollution control grant
  - (2) Are inconsistent with the activities of the fund making the transfer—for example, a transfer from a capital projects fund to the general fund.]

The composition of interfund balances as of \_\_\_\_\_, 20\_\_ is as follows:

Due To/From Other Funds:		
Receivable Fund	Payable Fund	
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____
Advances From/To Other Funds:		
Receivable Fund	Payable Fund	
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		_____
Due To/From Primary Government and Component Units:		
Receivable Entity	Payable Entity	
_____	_____	_____
_____	_____	_____
Total		_____

10. ACCOUNTS, SALARIES, AND OTHER PAYABLES

The payables of \$ \_\_\_\_\_ at \_\_\_\_\_, 20\_\_, are as follows:

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Internal Service Fund	Total
Salaries	\$	\$	\$	\$	\$	\$
Withholdings						
Accounts						
Other						
Total	\$	\$	\$	\$	\$	\$

# 11. SHORT-TERM DEBT

(GASB Statement No. 38 requires details about short-term debt activity during the year, even if no short-term debt is outstanding at year-end. Short-term debt results from borrowings characterized by anticipation notes, use of lines of credit, and similar loans. Details should include:

- A schedule of changes in short-term debt, disclosing beginning and end-of-year balances, increases, and decreases
- The purpose for which the short-term debt was issued.)

# 12. LEASES

The municipality records (does not record) items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of capital leases:

Type	Recorded Amount
Buildings	\$
Equipment	
Other	
Total	\$

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments, as of \_\_\_\_\_, 20\_\_:

	Buildings	Equipment	Other	Total
Fiscal year:				
2003	\$	\$	\$	\$
2004				
2005				
2006				
2007				
2008-2012				
Total minimum lease payments				
Less - amounts representing executory costs				
Net minimum lease payments				
Less - amounts representing interest				
Present value of net minimum lease payments	\$	\$	\$	\$

The municipality has operating leases as follows: (describe leases)

The minimum annual commitments under noncancelable operating leases are as follows:



(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

	Buildings and Office Facilities	Equipment	Total
Fiscal year:			
2003	\$ _____	\$ _____	\$ _____
2004	_____	_____	_____
2005	_____	_____	_____
2006	_____	_____	_____
2007	_____	_____	_____
2008-2012	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

### 13. LONG-TERM OBLIGATIONS

The following is a summary of the long-term obligation transactions for the year ended \_\_\_\_\_, 20\_\_:

	Bonded Debt	Compensated Absences	Lease- Purchase Agreements	Total
Long-term obligations at Beginning of Year	\$ _____	\$ _____	\$ _____	\$ _____
Additions	_____	_____	_____	_____
Deductions	_____	_____	_____	_____
Long-term obligations at End of Year	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

The following is a summary of the current (due in one year or less ) and the long-term (due in more than one year) portions of long-term obligations as of \_\_\_\_\_, 20\_\_:

	Bonded Debt	Compensated Absences	Total
Current portion	\$ _____	\$ _____	\$ _____
Long-term portion	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

All municipal bonds outstanding at \_\_\_\_\_, 20\_\_, for \$\_\_\_\_\_, are general obligation bonds (or other as indicated) with maturities from 20\_\_ to 20\_\_ and interest rates from \_\_\_\_% to \_\_\_\_%. Bond principal and interest payable in the next fiscal year are \$ \_\_\_\_\_ and \$\_\_\_\_\_, respectively. The individual issues are as follows:

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

<u>Bond</u>	<u>Original Issue</u>	<u>Interest Rate</u>	<u>Final Payment Due</u>	<u>Interest to Maturity</u>	<u>Principal Outstanding</u>	<u>Funding Source</u>
-------------	---------------------------	--------------------------	----------------------------------	-------------------------------------	----------------------------------	---------------------------

All principal and interest requirements are funded in accordance with Louisiana law by the annual ad valorem tax levy on taxable property within the parish (or other as indicated). At \_\_\_\_\_, 20\_\_, the municipality has accumulated \$\_\_\_\_\_ in the debt service funds for future debt requirements. The bonds are due as follows:

<u>Year Ending _____, 20__</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total</u>
2003	\$ _____	\$ _____	\$ _____
2004	_____	_____	_____
2005	_____	_____	_____
2006	_____	_____	_____
2007	_____	_____	_____
2008-2012	_____	_____	_____
2013-2017	_____	_____	_____
Total	<u>\$ _____</u>	<u>\$ _____</u>	<u>\$ _____</u>

In accordance with R.S. 39:562, the municipality is legally restricted from incurring long-term bonded debt in excess of 35% of the assessed value of taxable property. At \_\_\_\_\_, 20\_\_, the statutory limit is \$\_\_\_\_\_, and outstanding bonded debt totals \$\_\_\_\_\_.

In addition, the municipality is legally restricted from incurring long-term bonded debt secured by sales and use taxes in excess of 75% of the avails of the tax. The municipality was within this 75% limitation in 20\_\_, when the sales tax bonds were issued.

#### 14. RETIREMENT SYSTEMS

Substantially all employees of the (Name of Municipality), are members of the following statewide retirement systems: Municipal Employees Retirement System of Louisiana, Municipal Police Employees Retirement System of Louisiana, or Firefighters' Retirement System of Louisiana (list any others). These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

##### A. Municipal Employees Retirement System of Louisiana (System)

*Plan Description.* The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. [All employees of the municipality are members of (Plan A) (Plan B)]. [or Some employees of the municipality are members of Plan A and some are members of Plan B.]

All permanent employees working at least 35 hours per week who are not covered by another pension plan and are paid wholly or in part from municipal funds and all elected municipal officials are eligible to participate in the System. [Under Plan A, employees who retire at or after age 60 with at least 10 years of creditable service, at or after age 55 with at least 25 years of creditable service, or at any age with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of creditable service. [Under Plan B, employees who retire at or after age 60 with at least 10 years of creditable service at or after age 55 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

for life, equal to 2% of their final-average monthly salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3% for each year retirement precedes age 62, unless he has at least 30 years of creditable service. In any case, monthly retirement benefits paid under Plan B cannot exceed 100% of final-average salary.] Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Employees Retirement System of Louisiana, 7937 Office Park Boulevard, Baton Rouge, Louisiana 70809, or by calling (504) 925-4810.

*Funding Policy.* [Under Plan A, members are required by state statute to contribute 9.25% of their annual covered salary and the (Name of Municipality) is required to contribute at an actuarially determined rate. The current rate is 5.75% of annual covered payroll.] [Under Plan B, members are required by state statute to contribute 5.0% of their annual covered salary and the (Name of Municipality) is required to contribute at an actuarially determined rate. The current rate is 2.75% of annual covered payroll.] Contributions to the System also include one-fourth of 1% (except Orleans and East Baton Rouge parishes) of the taxes shown to be collectible by the tax rolls of each parish. These tax dollars are divided between Plan A and Plan B based proportionately on the salaries of the active members of each plan. The contribution requirements of plan members and the (Name of Municipality) are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. [The (Name of Municipality) contributions to the System under Plan A for the years ending December 31, \_\_\_\_, \_\_\_\_, and \_\_\_\_, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year.] [The (Name of Municipality) contributions to the System under Plan B for the years ending December 31, \_\_\_\_, \_\_\_\_, and \_\_\_\_, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year.] (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

**B. Municipal Police Employees Retirement System of Louisiana (System)**

*Plan Description.* All full-time police department employees engaged in law enforcement are required to participate in the System. Employees who retire at or after age 50 with at least 20 years of creditable service or at or after age 55 with at least 12 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3% of their final-average salary for each year of creditable service. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least the amount of creditable service stated above, and do not withdraw their employee contributions, may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Municipal Police Employees Retirement System of Louisiana, 8401 United Plaza Boulevard, Baton Rouge, Louisiana 70809-2250, or by calling (504) 929-7411.

*Funding Policy.* Plan members are required by state statute to contribute 7.5% of their annual covered salary and the (Name of Municipality) is required to contribute at an actuarially determined rate. The current rate is 9.0% of annual covered payroll. The contribution requirements of plan members and the (Name of Municipality) are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The (Name of Municipality) contributions to the System for the years ending December 31, \_\_\_\_, \_\_\_\_, and \_\_\_\_, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

**C. Firefighters' Retirement System of Louisiana**

*Plan Description.* Membership in the Louisiana Firefighters' Retirement System is mandatory for all full-time firefighters employed by a municipality, parish, or fire protection district that did not enact an ordinance before January 1, 1980, exempting itself from participation in the System. Employees are eligible to retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 20 years of creditable service. Upon retirement, members are entitled to a retirement benefit, payable monthly for life, equal to 3 1/3% of their final-average salary for each year of creditable service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 (or at or after age 50 with at least 20 years of creditable service at termination) and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Firefighters' Retirement System, Post Office Box 94095, Baton Rouge, Louisiana 70804, or by calling (504) 925-4060.

*Funding Policy.* Plan members are required by state statute to contribute 8.0% of their annual covered salary and the \_\_\_\_\_ Parish Fire Protection District is required to contribute at an actuarially determined rate. The current rate is 9.0% of annual covered payroll. The contribution requirements of plan members and the \_\_\_\_\_ Parish Fire Protection District are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The \_\_\_\_\_ Parish Fire Protection District's contributions to the System for the years ending December 31, \_\_\_\_, \_\_\_\_, and \_\_\_\_, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year. (If the required contributions and the actual amount contributed do not equal, disclose the required contribution in dollars and the percentage of that amount contributed for the current year and each of the two preceding years.)

**15. OTHER POSTEMPLOYMENT BENEFITS**

[GASB Statement No. 12 requires, as a minimum, the following disclosures if the municipality provides other postemployment benefits (OPEB). The disclosures may be made separately for one or more types of benefits or in the aggregate for all OPEB provided.

- A. A description of the OPEB provided, employee groups covered, eligibility requirements, and the employer and participant obligations to contribute, quantified in some manner (for example, the approximate percentage of the total obligation to contribute that is borne by the employer and the participants, respectively, or the dollar or percentage contribution rates).
- B. A description of the statutory, contractual, or other authority under which OPEB provisions and obligations to contribute are established.
- C. A description of the accounting and financing or funding policies followed. For example, a statement that the employer's contributions are financed on a pay-as-you-go basis or are advance-funded on an actuarially determined basis. If OPEB are advance-funded on an actuarially determined basis, the employer should also disclose the actuarial cost method and significant actuarial assumptions (including the interest rate and, if applicable, the projected salary increase assumption and the health inflation assumption) used to determine funding requirements, and the method used to value plan assets.
- D. The following expenditure/expense information, depending on how OPEB are financed:
  - (1) If OPEB are financed on a pay-as-you-go basis, the amount of OPEB expenditures/expenses recognized during the period by the employer (net of participant contributions); also disclose the number of participants currently eligible to receive benefits. If expenditures/expenses for OPEB cannot readily be separated from expenditures/expenses for similar types of benefits provided to active employees and their dependents, employers should use reasonable methods to approximate OPEB expenditures/expenses. If a reasonable approximation cannot be made, employers should state that OPEB expenditures/expenses cannot be reasonably estimated.
  - (2) If OPEB are advance-funded on an actuarially determined basis, the number of active plan participants, the employer's actuarially required and actual contributions for the period (net of contributions), the amount of net assets available for OPEB, and the actuarial accrued liability and unfunded actuarial accrued liability for OPEB according to the actuarial cost method in use.
- E. A description (and the dollar effect, if measurable) of any significant matters that affect the comparability of the disclosures with those for the previous period (for example, a change in benefit provisions).
- F. Any additional information that the employer believes will help users assess the nature and magnitude of the cost of the employer's commitment to provide OPEB.]

**16. CHANGES IN AGENCY FUND DEPOSITS DUE OTHERS**

A summary of changes in agency fund deposits due others follows:

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

	Balance at Beginning of Year	Additions	Reductions	Balance at End of Year
Agency funds:				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____

**17. RESERVED AND DESIGNATED RETAINED EARNINGS/FUND BALANCES**

(Detail any reserves or designations appearing on the Statement of Net Assets or Balance Sheet.)

**18. SEGMENT INFORMATION**

(A reporting government should disclose any segment information for any of its, multiple, enterprise funds.)

**19. FEDERAL COMPLIANCE CONTINGENCIES**

(Include all federal contingencies with an explanation of questioned or disallowed costs.)

**20. SOLID WASTE LANDFILL COSTS**

GASB Statement No. 18 applies to cities that are required by federal, state, or local laws or regulations to incur municipal solid waste landfill closure and postclosure care costs. The statement requires that the following be disclosed in the notes to the financial statements:

1. The nature and source of landfill closure and postclosure care requirements (federal, state, or local laws or regulations).
2. That recognition of a liability for closure and postclosure care costs is based on landfill capacity used to date.
3. The reported liability for closure and postclosure care at the balance sheet date (if not apparent from the financial statements) and the estimated total current cost of closure and postclosure care remaining to be recognized.
4. The percentage of landfill capacity used to date and estimated remaining landfill life in years.
5. How closure and postclosure care financial assurance requirements, if any, are being met. Also any assets restricted for payment of closure and postclosure care costs (if not apparent from the financial statements)
6. The nature of the estimates and the potential for changes due to inflation or deflation, technology, or applicable laws or regulations.

The following is an example disclosure:

State and federal laws and regulations require the (Name of Municipality) to place a final cover on its landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for 30 years after closure. In addition to operating expenses relating to current activities of the landfill, an expense provision and related liability are being recognized based on the future closure and postclosure care costs that will be incurred near or after the date the landfill no longer accepts waste. The recognition of these landfill closure and postclosure care costs is based on the amount of the landfill used during the year. The estimated liability for landfill closure and postclosure care costs has a balance of \$ \_\_\_\_\_ as of \_\_\_\_\_, 19\_\_\_\_, which is based on \_\_\_\_ percent usage (filled) of the landfill. It is estimated that an additional \$ \_\_\_\_\_ will be recognized as closure and postclosure care expenses between the date of the balance sheet and the date the landfill is expected to be filled to capacity (19\_\_\_\_). The estimated total current cost of the landfill closure and postclosure care (\$ \_\_\_\_\_) is based on the amount that would be paid if all equipment, facilities, and services required to close, monitor, and maintain the landfill were acquired as of \_\_\_\_\_, 19\_\_\_\_. However, the actual cost of closure and postclosure care may be higher due to inflation, changes in technology, or changes in landfill laws and regulations.

(Name of Municipality), Louisiana  
Notes to the Financial Statements (Continued)

The \_\_\_\_\_ (Name of Municipality) is required by state and federal laws and regulations to make annual contributions to finance closure and postclosure care. The police jury is in compliance with these requirements, and at \_\_\_\_\_, 19\_\_, investments of \$ \_\_\_\_\_ (\$ \_\_\_\_\_ market value) are held for these purposes. These investments are held and managed by a third-party trustee and are presented on the police jury's balance sheet as "Amounts Held By Trustee For Landfill Closure and Postclosure Care Costs." It is anticipated that future inflation costs will be financed in part from earnings on investments held by the trustee. The remaining portion of anticipated future inflation costs (including inadequate earning on investments, if any) and additional costs that might arise from changes in postclosure requirements (due to changes in technology or more rigorous environmental regulations, for example) may need to be covered by charges to future landfill users, taxpayers, or both.

## 21. RELATED PARTY TRANSACTIONS

(FASB 57 requires the disclosure of the description of the relationship, the transactions, the dollar amount of the transactions, and any amounts due to or from that result from related party transactions. List all related party transactions.)

## 22. RISK MANAGEMENT

[The following information should be disclosed, if applicable:

1. A description of the risks of loss to which the \_\_\_\_\_ is exposed and the way(s) in which those risks of loss are handled (for example, purchase of commercial insurance, participation in a public entity risk pool, risk retention).
2. A description of significant reductions in insurance coverage from coverage in the prior year by major categories of risk. Also indicate whether the amount of settlements exceeded insurance coverage for each of the past three fiscal years.
3. If the \_\_\_\_\_ participates in a risk pool, a description of the nature of the participation, including the rights and the responsibilities of both the entity and the pool.
4. If the \_\_\_\_\_ retains the risk of loss:
  - The basis for estimating the liabilities for unpaid claims, including the effects of specific, incremental claim adjustment expenditures/expenses, salvage, and subrogation, and whether other allocated or unallocated claim adjustment expenditures/expenses are included.
  - The carrying amount of liabilities for unpaid claims that are presented at present value in the financial statements and the range of discount rates used to discount those liabilities.
  - The aggregate outstanding amount of claims liabilities for which annuity contracts have been purchased in the claimants' names and for which the related liabilities have been removed from the balance sheet. (Annuity contracts used to settle claims for which the claimant has signed an agreement releasing the entity from further obligation and for which the likelihood that the pool will be required to make future payments on those claims is remote should not be included in this disclosure.)
  - A reconciliation of changes in the aggregate liabilities for claims for the current fiscal year and the prior fiscal year, in the following tabular format:
    - Amount of claims liabilities at the beginning of each fiscal year.
    - Incurred claims, representing the total of a provision for events of the current fiscal year and any change (increase or decrease) in the provision for events of prior fiscal years.
    - Payments of claims attributable to events of both the current fiscal year and prior fiscal years.
    - Other. (Provide an explanation of each material item.)
    - Amount of claims liabilities at the end of each fiscal year.]

For additional information and example note disclosures, refer to GASB Codification Section C50.)

## 23. CONTINGENT LIABILITIES

At \_\_\_\_\_, 20\_\_, the municipality is involved in \_\_\_\_\_ lawsuits or is aware of claims totaling \$ \_\_\_\_\_, which are not covered by insurance. Of this amount, \$ \_\_\_\_\_ has been recorded as a liability. The ultimate resolution of the remaining amount would not materially affect the financial statements in the estimation of the legal advisor for the municipality (or the legal advisor is unable to estimate the ultimate resolution of such matters).

**24. ON-BEHALF PAYMENTS FOR FRINGE BENEFITS AND SALARIES**

(Note to the preparer of the financial statements: GASB Statement 24 requires that on-behalf payments for fringe benefits and salaries be recognized as revenue and expenditures or expenses and that the notes to the financial statements disclose the amounts recognized. On-behalf payments include pension plan contributions, employee health and life insurance premiums, and salary supplements or stipends. You should refer to GASB Statement 24 for guidance relating to the recognition and measurement of on-behalf payments for fringe benefits and salaries.)

**25. JOINTLY GOVERNED ORGANIZATIONS**

(A reporting government should disclose jointly operated entities. In addition, the municipality should disclose any material cooperative endeavor agreements.)

**26. SUBSEQUENT EVENTS**

(A reporting government should disclose any material event affecting it that occurs between the close of the fiscal period and issuance of the financial statements.)

## ***Required Supplemental Information***



(NAME OF MUNICIPALITY), LOUISIANA  
**Statement of Revenues, Expenditures, and Changes in Fund Balances-**  
**Budget and Actual**  
**General Fund (and all major governmental funds)**  
**For the Year Ended \_\_\_\_\_, 20\_\_**

*Required Supplemental Information*

	Budgeted Amounts		Actual Amounts	Budget to GAAP	Actual Amount
	Original	Final	Budgetary Basis	Differences Over(Under)	GAAP Basis
<b>Revenues</b>					
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total Revenues	_____	_____	_____	_____	_____
<b>Expenditures</b>					
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total Expenditures	_____	_____	_____	_____	_____
Excess of Revenues Over Expenditures	_____	_____	_____	_____	_____
<b>Other Financing Sources (Uses)</b>					
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total Other Financing Sources (uses)	_____	_____	_____	_____	_____
<b>Net Change in Fund Balance</b>	_____	_____	_____	_____	_____
<b>Fund Balance (Deficit) at Beginning of Year</b>	_____	_____	_____	_____	_____
<b>Fund Balance (Deficit) at End of Year</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Explanation of Differences**

(1)

(2)

Net Increase in Fund Balance--Budget to GAAP

\$ \_\_\_\_\_

**Notes to the Schedule**

(1) Method of budgetary accounting

(2) Explanation of major variances

(3) Explanation of major changes from original budget to final budget

(Use Schedules 1a, 1b, etc for budget comparisons of all major governmental funds. Budget comparisons for other statutorily required budgeted funds should be included within the Other Supplemental Schedules section.)

The accompanying notes are an integral part of this statement.

Schedule 2

(NAME OF MUNICIPALITY), LOUISIANA  
Pension Fund  
Schedule of Funding Progress

For the Three Years Ended \_\_\_\_\_, 20\_\_

Required Supplemental Information

	Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll ( c)	UAAL as a Percentage of Covered Payroll [(b-c)/c]
Year 1							
Year 2							
Year 3							

Notes to the Schedule

- (1) State law/local regulation relating to funding
- (2) Funding methodology
- (3) Actuarial methods

The accompanying notes are an integral part of this statement.

## ***Other Supplemental Schedules***

(NAME OF MUNICIPALITY), LOUISIANA  
Combining Balance Sheet  
Nonmajor Governmental Funds

\_\_\_\_\_, 20\_\_

	Special Revenue			Capital Projects			Total		Total Nonmajor Governmental Funds
	Fund	Fund	Fund	Fund	Fund	Fund	Total	Permanent Fund	
<b>ASSETS</b>									
Cash and cash equivalents	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash with fiscal agents									
Investments									
Receivables (net of allowances for uncollectibles)									
Due from other funds									
Due from component units									
Inventory									
Restricted assets									
Other assets									
<b>Total Assets</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$

**LIABILITIES AND FUND BALANCES**

Liabilities:

Cash overdraft	\$	\$	\$	\$	\$	\$	\$	\$	\$
Accounts, salaries, and other payables									
Contracts payable									
Payable from restricted assets									
Due to other funds									
Due to component units									
Matured bonds and interest payable									
Deferred revenues									
Other liabilities									
Matured bonds and interest payable									
<b>Total Liabilities</b>									

Fund balances:

Reserved for:

Encumbrances									
Capital projects									
Permanent funds									
Unreserved, undesignated									
<b>Total Fund Balances</b>									

**Total Liabilities and Fund Balances**

\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
----	----	----	----	----	----	----	----	----	----

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA  
Nonmajor Governmental Funds

Combining Statement of Revenues, Expenditures and  
and Changes in Fund Balances

For the Year Ended \_\_\_\_\_, 20\_\_

	Special Revenue					Capital Projects				Permanent	Total
	Fund	Fund	Fund	Fund	Total	Fund	Fund	Fund	Total	Fund	Nonmajor Governmental Funds
<b>REVENUES</b>											
Ad valorem	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Sales and use											
Other taxes, penalties, interest, etc.											
Licenses and permits											
Intergovernmental revenues											
Federal grants											
State funds											
Parish transportation funds											
State revenue sharing (net)											
Fees, charges, and commissions for services											
Other											
Fines and forfeitures											
Investment earnings											
Other revenues											
Total Revenues											
<b>EXPENDITURES</b>											
General government											
Public safety											
Public works											
Cultural and recreation											
Health and welfare											
Community development											
Economic development											
Payments to component units											
Debt service											
Capital outlay											
Other											
Total Expenditures											
Excess (Deficiency) of Revenues Over Expenditures											
<b>OTHER FINANCING SOURCES (USES)</b>											
Transfers in											
Transfers out											
Capital leases											
Sale of capital assets											
Total Other Financing Sources and Uses											
Net Change in Fund Balance											
Fund balances -- beginning											
Fund balances -- ending	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.

## Notes to the Schedule

- (1) Method of budgetary accounting
- (2) Explanation of major variances
- (3) Explanation of major changes from original budget to final budget

(Use Schedules 5a, 5b, etc for budget comparisons of all nonmajor governmental funds.)

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**(NAME OF MUNICIPALITY), LOUISIANA**  
**Combining Statement of Net Assets**  
**Nonmajor Proprietary Funds**

\_\_\_\_\_, 20\_\_

	Enterprise Funds				Internal Service Funds			
	Fund	Fund	Fund	Total	Fund	Fund	Fund	Total
<b>ASSETS</b>								
Current Assets:								
Cash and cash equivalents	\$	\$	\$	\$	\$	\$	\$	\$
Cash with fiscal agents								
Investments								
Receivables (net of allowances for uncollectibles)								
Due from other funds								
Due from component units								
Inventory								
Prepaid items								
Restricted assets								
Other assets								
Total Current Assets								
Non-Current Assets								
Restricted assets								
Deferred charges								
Capital assets (net of accumulated depreciation)								
Total Non-Current Assets								
<b>TOTAL ASSETS</b>	\$	\$	\$	\$	\$	\$	\$	\$
<b>LIABILITIES</b>								
Current Liabilities:								
Cash overdraft	\$	\$	\$	\$	\$	\$	\$	\$
Accounts, salaries, and other payables								
Contracts payable								
Due to other funds								
Due to component units								
Matured bonds and interest payable								
Deferred revenues								
Other liabilities								
Total Current Liabilities								
Current Liabilities Payable from Restricted Assets								
Non Current Liabilities:								
General obligation bonds (net of unamortized discounts)								
Revenue bonds (net of unamortized discounts (and deferred amount on refunding)								
Capital leases								
Compensated absences								
Advances from other funds								
Total Non-Current Liabilities								
<b>NET ASSETS</b>								
Invested in capital assets, net of related debt								
Restricted for capital outlay								
Restricted for debt service								
Unrestricted								
<b>TOTAL NET ASSETS</b>	\$	\$	\$	\$	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA  
**Combining Statement of Revenues, Expenses and Changes in Net Assets**  
**Nonmajor Proprietary Funds**

For the Year Ended \_\_\_\_\_, 20\_\_

	Enterprise Funds				Internal Service Funds			
	Fund	Fund	Fund	Total	Fund	Fund	Fund	Total
<b>Operating Revenues</b>								
Charges for services:								
Water sales	\$	\$	\$	\$	\$	\$	\$	\$
Sewer charges								
Electricity/gas sales								
Other services								
Total Operating Revenues								
<b>Operating Expenses</b>								
Cost of sales and services								
Administration								
Depreciation								
Total Operating Expenses								
<b>Operating Income</b>								
<b>Nonoperating Revenues (Expenses)</b>								
Intergovernmental								
Interest earnings								
Interest expense								
Bond issuance costs								
Loss on sale of fixed assets								
Total Nonoperating Revenues (Expenses)								
<b>Income Before Contributions and Transfers</b>								
Capital Contributions								
Transfers In								
Transfer Out								
<b>Change in Net Assets</b>								
Total Net Assets-Beginning								
Total Net Assets-Ending	\$	\$	\$	\$	\$	\$	\$	\$

The accompanying notes are an integral part of this statement.



(NAME OF MUNICIPALITY), LOUISIANA  
**Combining Statement of Cash Flows**  
**Nonmajor Proprietary Funds**

For the Year Ended \_\_\_\_\_, 20\_\_

	Enterprise Funds				Internal Service Funds			
	Fund	Fund	Fund	Total	Fund	Fund	Fund	Total
<b>Cash Flows From Operating Activities</b>								
Receipts from customers and users	\$	\$	\$	\$	\$	\$	\$	\$
Receipts from interfund services provided								
Payments to suppliers								
Payments to employees								
Payments for interfund services used								
Net Cash Provided by Operating Activities								
<b>Cash Flows From NonCapital Financing Activities</b>								
Transfer to other funds								
Advances from other funds								
Subsidy from federal grants								
Net Cash Provided (used) by Noncapital Financing Activities								
<b>Cash Flows From Capital and Related Financing Activities</b>								
Proceeds from capital debt								
Capital contributions								
Purchases of capital assets								
Acquisition and construction of capital assets								
Principal paid on capital debt								
Interest paid on capital debt								
Capital lease down payment								
Proceeds from sales of capital assets								
Net Cash Provided (used) by Capital and Related Financing Activities								
<b>Cash Flows From Investing Activities</b>								
Proceeds from sales and maturities of investments								
Purchase of investments								
Interest and dividends received								
Net Cash Provided (used) by Investing Activities								
Net Increase in Cash and Cash Equivalents								
Cash and Cash Equivalents, Beginning of Year	\$	\$	\$	\$	\$	\$	\$	\$
Cash and Cash Equivalents, End of Year								
<b>Reconciliation of Operating Income to Net Cash Provided (used) by Operating Activities</b>								
Operating income	\$	\$	\$	\$	\$	\$	\$	\$
Depreciation expense								
(Increase) decrease in accounts receivable								
(Increase) decrease in intergovernmental receivables								
(Increase) decrease in due from other funds								
Increase (decrease) in allowance for uncollectible accounts								
(Increase) decrease in inventories								
(Increase) decrease in prepaid items								
Increase (decrease) in customer deposits								
Increase (decrease) in accounts payable								
Increase (decrease) in compensated absences								
Increase (decrease) in intergovernmental payables								
Increase (decrease) in due to other funds								
Total Adjustments								
Net Cash Provided by Operating Activities	\$	\$	\$	\$	\$	\$	\$	\$
<b>Listing of Noncash Investing, Capital, and Financial Activities</b>								
Borrowing under capital leases								
Contributions of capital assets from government								
Purchase of equipment on account								
Increase in fair value of investments								
Capital assets traded in								

The accompanying notes are an integral part of this statement.

## Schedule 9

(NAME OF MUNICIPALITY), LOUISIANA  
Combining Statement of Net Assets  
Component Units, Discretely Presented

\_\_\_\_\_, 20\_\_

*Component Units*

	Fund	Fund	Fund	Fund	TOTAL
<b>ASSETS</b>					
Cash and cash equivalents	\$	\$	\$	\$	\$
Investments					
Receivables (net of allowances for uncollectibles)					
Internal balances					
Due from component units					
Inventory					
Prepaid Items					
Restricted assets					
Other assets					
Capital assets (net)					
TOTAL ASSETS	\$	\$	\$	\$	\$
<b>LIABILITIES</b>					
Cash overdraft	\$	\$	\$	\$	\$
Accounts, salaries, and other payables					
Contracts payable					
Payable from restricted assets					
Due to component units					
Deposits due others					
Deferred revenues					
Other liabilities					
Matured bonds and interest payable					
Compensated absences payable					
Capital leases payable					
Loans payable					
Bonds payable					
TOTAL LIABILITIES					
<b>NET ASSETS</b>					
Invested in capital assets, net of related debt					
Restricted for:					
Capital projects					
Debt service					
Other purposes					
Unrestricted					
TOTAL NET ASSETS	\$	\$	\$	\$	\$

OF MUNICIPALITY), LOUISIANA  
ning Statement of Activities  
nent Units, Discretely Presented

Year Ended \_\_\_\_\_, 20

Component Units	Program Revenues		Net (Expenses) Revenues and Changes of Component Units			
	Operating		Component	Component	Component	Component
	Charges for Services	Grants and Contributions				
Expenses						Total
(1)	\$	\$	\$	\$	\$	\$
(2)						
(3)						
(4)						
Component Units	\$	\$	\$	\$	\$	\$
General Revenues:						
Property taxes						
Sales taxes						
Franchise taxes						
Occupational licenses						
Gaming revenues						
Grants and contributions not restricted to specific programs						
Investment earnings						
Other general revenues						
Transfers						
Total general revenues and transfers						
Change in Net Assets						
Net assets-beginning						
Net assets-ending	\$		\$	\$	\$	\$

companying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA

**Schedule of Compensation Paid Board Members**  
For the Year Ended \_\_\_\_\_, 20\_\_

[illegible]

The accompanying notes are an integral part of this statement.

## Schedule 12

(NAME OF MUNICIPALITY), LOUISIANA

**Schedule of Expenditures of Federal Awards**  
**For the Year Ended \_\_\_\_\_, 20\_\_**

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER*	PASS- THROUGH GRANTOR'S NUMBER	FEDERAL EXPENDITURES
<b>Primary Government</b>			
<b>United States Department of _____</b>			
Direct programs:			\$ _____
_____	_____	_____	_____
Passed through Louisiana Department of _____:			
_____	_____	_____	_____
Passed through Louisiana Department of _____:			
_____	_____	_____	_____
Total United States Department of _____			_____
<b>United States Department of _____</b>			
Direct programs:			
_____	_____	_____	_____
Passed through Louisiana Department of _____:			
_____	_____	_____	_____
Total United States Department of _____			_____
<b>Component Units**</b>			
<b>United States Department of _____</b>			
Direct programs:			
_____	_____	_____	_____
Passed through Louisiana Department of _____:			
_____	_____	_____	_____
Total United States Department of _____			_____
Total Expenditures of Federal Awards - Primary Government and Component Units			\$ _____

The accompanying notes are an integral part of this schedule.

If CFDA number is not available, include other identifying number.

\*\*Provide the direct and pass-through federal funds for each component unit.

**Note:** Include, in either this schedule or the notes to this schedule, the value of the federal awards expended in the form of non-cash assistance, the amount of insurance in effect during the year, and loans or loan guarantees outstanding at year-end. While not required, it is preferable to present this information in the schedule.

(Add explanatory footnotes, such as basis of presentation, basis of valuation, composition of clusters, etc.)

## *Other Reports*

(NAME OF MUNICIPALITY), LOUISIANA

**Current Year Findings, Recommendations and  
Corrective Action Plan**

**For the Year Ended \_\_\_\_\_, 20\_\_**

<u>Ref. No.<sup>1</sup></u>	<u>Description of Finding</u>	<u>Corrective Action Planned<sup>2</sup></u>	<u>Name(s) of Contact Person(s)<sup>3</sup></u>	<u>Anticipated Completion Date</u>
Section I - Internal Control and Compliance Material to the Financial Statements:				
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		
Section II - Internal Control and Compliance Material to Federal Awards:				
_____	_____	_____	_____	_____
	_____	_____		
	_____	_____		
Section III - Management Letter:				
_____	_____	_____	_____	_____
	_____	_____		

**Note:** This schedule should be completed at the completion of the audit and include all current audit findings and management letter comments. This includes internal control findings, compliance findings with federal and state laws and regulations, and questioned costs relative to federal awards.

If management does not agree with the audit findings or believes corrective action is not required, then the corrective action plan should include an explanation and specific reasons.

- 1 Reference numbers the auditor assigns to the audit finding.
- 2 Management should clearly state the actions taken to date or their intended actions. The actions should be listed in detail. For internal control and compliance findings material to federal awards, management should state whether the federal grantor or pass-through entity has been contacted concerning resolution of the matter.
- 3 Name(s) of contact person(s) responsible for corrective action.

(NAME OF MUNICIPALITY), LOUISIANA

**Status of Prior Audit Findings**  
**For the Year Ended \_\_\_\_\_, 20\_\_**

Ref. No. <sup>1</sup>	Fiscal Year Finding Initially Occurred	Description of Finding	Corrective Action Taken (Yes, No, Part ally)	Planned Corrective Action/Partial Corrective Action Taken <sup>2&amp;3</sup>
Section I - Internal Control and Compliance Material to the Financial Statements:				
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
Section II - Internal Control and Compliance Material to Federal Awards: <sup>4</sup>				
_____	_____	_____	_____	_____
		_____		_____
		_____		_____
Section III - Management Letter:				
_____	_____	_____	_____	_____
		_____		_____

**Note:** This summary schedule of prior audit findings should include all prior audit findings and management letter comments. This includes internal control findings, compliance findings with federal and state laws and regulations, and questioned costs relative to federal awards. If no findings have been reported under a specific section, the schedule should so state.

In addition, this summary schedule should include audit findings reported in the prior audit's summary schedule of prior audit findings, except those audit findings listed as corrected or no longer valid or not warranting further action.

- 1 Reference numbers the auditor assigns to the audit finding.
- 2 When audit findings are not corrected or are only partially corrected, the planned corrective action as well as any partial corrective action taken should be described.
- 3 Additional explanation is required when:
  - Corrective action taken is significantly different from corrective action previously reported.
  - Management believes the audit findings are no longer valid or do not warrant further action.
- 4 If a management decision has been issued by a federal or pass-through agency, this should be included.



## *Statistical Section*

(NAME OF MUNICIPALITY), LOUISIANA  
Government-Wide Expenses By Function

For the Last Ten Fiscal Years

Fiscal Year	General Government										Proprietary Activities			Total
	General Government	Public Safety	Public Works	Culture & Recreation	Health & Welfare	Community Development	Economic Development	Payment to Components	Interest	Water	Sewer	Other		
2002	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
2001														
2000														
1999														
1998														
1997														
1996														
1995														
1994														
1993														

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA  
Government-Wide Revenues by Source

For the Last Ten Fiscal Years

Fiscal Year	Program Revenues				General Revenues								
	Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions		Grants and Contributions								
					Not Restricted	to Specific Programs	Unrestricted Investment Earnings	Miscellaneous	Total				
										Sales Taxes	Property Taxes		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
2002													
2001													
2000													
1999													
1998													
1997													
1996													
1995													
1994													
1993													

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA  
Property Tax Trend Information

For the Last Ten Fiscal Years

Year	Total Tax Levy	Current Tax Collections	Percentage of Current Taxes Collected	Delinquent Tax Collections	Total Tax Collections	Ratio of		Outstanding Delinquent Taxes	Ratio of Delinquent Taxes to Total Tax Levy
						Total Tax Collections	Total Tax Levy		
2002	\$	\$	\$	\$	\$	\$	\$	\$	\$
2001									
2000									
1999									
1998									
1997									
1996									
1995									
1994									
1993									

Year	Real Property			Personal Property			Exemptions			Total			Assessed Value to Total Estimated Actual Value
	Assessed Value	Estimated Actual Value	Exemptions	Assessed Value	Estimated Actual Value	Exemptions	Real Property	Personal Property	Exemptions	Estimated Actual Value	Miscellaneous Value	Actual Value	
2002	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2001													
2000													
1999													
1998													
1997													
1996													
1995													
1994													
1993													

Year	(Name of Municipality)			(Name of Parish)			(Name of School Board)			Special Districts		
	Operating Millage	Debt Service Millage	Total Municipal Millage	Operating Millage	Debt Service Millage	Total Parish Millage	Operating Millage	Debt Service Millage	Total School Board Millage	Operating Millage	Debt Service Millage	Total Millage
2002	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2001												
2000												
1999												
1998												
1997												
1996												
1995												
1994												
1993												

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA

Principal Taxpayers  
\_\_\_\_\_, 20\_\_

Taxpayer	Type of Business	Percentage	
		Assessed Valuation	Total Assessed Valuation

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA

## Computation of Legal Debt Margin

\_\_\_\_\_, 20\_\_

	<i>Assessed Purpose</i>					
	Drainage	Recreation	Education	Water	Sewer	Public Works
Assessed Value of Property:\$ _____						
Debt limit-10% of assessed value for and one purpose	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Deduct-Debt associated with debt limit	_____	_____	_____	_____	_____	_____
Legal Debt Margin	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

State law allows a maximum of 10% of the assessed valuation for bonded debt for any purpose. However, the 10% maximum can be exceeded if the aggregate issued for all purposes does not exceed 35% of the total assessed valuation.

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA

**Ratio of Net General Bonded Debt to Assessed Value  
and Net Bonded Debt Per Capital**

**Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Population</b>	<b>Assessed Value</b>	<b>Gross Bonded Debt</b>	<b>Debt Service Fund</b>	<b>Net Bonded Debt</b>	<b>Ratio of Net Bonded Debt to Assessed Value</b>	<b>Net Debt Per Capita</b>
2002							
2001							
2000							
1999							
1998							
1997							
1996							
1995							
1994							
1993							

Notes

The accompanying notes are an integral part of this statement.

**Schedule 19**

**(NAME OF MUNICIPALITY), LOUISIANA**

**Ratio of Annual Debt Service Expenditures for General  
Bonded Debt to Total General Governmental Expenditures**

**Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest and Other Costs</b>	<b>Total Debt Service</b>	<b>Total General Governmental Expenditures</b>	<b>Debt Service as a Percentage of General Expenditures</b>
2002					
2001					
2000					
1999					
1998					
1997					
1996					
1995					
1994					
1993					

Notes

The accompanying notes are an integral part of this statement.



(NAME OF MUNICIPALITY), LOUISIANA

Revenue Bond Coverage

Last Ten Fiscal Years

Fiscal Year	Gross Revenues	Operating Expenses	Net Revenue Available For Debt Service	Debt Service Requirement			Times Coverage
				Principal	Interest	Total	
2002							
2001							
2000							
1999							
1998							
1997							
1996							
1995							
1994							
1993							

Notes

The accompanying notes are an integral part of this statement.

(NAME OF MUNICIPALITY), LOUISIANA

**Miscellaneous Statistics**

**Last Ten Fiscal Years**

Date of settlement

Date of incorporation

Form of government

Area-square miles

Population

Miles of road

Number of policemen and officers

Number of firemen

Number of public works employees

Total employees

Municipal water:

Number of accounts

Daily average consumption

Storage capacity

Miles of water mains

Municipal sewers:

Number of accounts

Daily average influent flow

Miles of sewer mains

Number of recreation facilities

Notes

The accompanying notes are an integral part of this statement.